

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
June 17, 2010  
8:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice President; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Christison-Lagay Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:12 a.m. by the Chairperson.

**MINUTES**

A motion was made by Ms Christison-Lagay and seconded by Ms Hall to approve the minutes of the May 19, 2010 Regular Meeting. Motion passed unanimously.

**COMMENTS FROM THE PUBLIC**

Ms Fields reported that a note was received from a resident of Wright's Village stating that, "the place looks great."

**COMMUNICATIONS**

Ms Fields received a complaint claiming discrimination from the Commission on Human Rights and Opportunities (CHRO) from a Section 8 participant who had been terminated. After responding to the complaint, CHRO concluded that they "could not conclude that there is reasonable cause for believing that a discriminatory practice has been or is being committed as alleged in the complaint."

**REPORTS OF THE DIRECTOR**

**Bills**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to accept the May 2010 Bills. Motion approved unanimously.

**Financial Reports –A (General)**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the April 2010 Financial Reports. Motion approved unanimously.

**Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Simonsen and seconded by Ms Christison-Lagay to accept the May 2010 Section 8 Statistical Report. Motion approved unanimously.

**REPORT FROM TENANT REPRESENTATIVE**

**Resident Advisory Committee**

Mr. Eddy reported that there has been no action this month on setting up a Resident Advisory Committee. Mr. Eddy will set a meeting up with Mr. Simonsen to create a survey.

## **COMMITTEE REPORTS**

### **Finance Committee**

**Water Bills.** Ms Fields reported that she agreed with the water bill invoice with the exception of the “past due” amounts. The past due amounts is the unpaid portion from last year. That amount equals the disputed overhead charges. Last year the Board met with Jeffrey Smith, Finance Director of the Town of Mansfield, who agreed to provide answers to the Board’s questions on those items included in the overhead. No answers were forthcoming. The Finance Meeting recommends paying the amount invoiced for this year only and not pay the past due amounts. A letter will be submitted with the payment requesting a meeting to resolve the past due amounts.

**Solar Panel Payment.** Ms Fields presented the payment plan for the solar panel project. The first payment has been made in accordance with the contract. On June 9, 2010, Ms Fields emailed Orrie Vardar, Asset Manager, at CHFA requesting that Wright’s Village and Holinko Estates be granted permission to use its state service fee to fund the solar panel project. Ms Fields has not yet received a response.

**Transfer of Funds.** The Finance Committee discussed the renewal of two Certificates of Deposit and reviewed the current status of the monies in the STIFF accounts.

The Finance Committee moved that: (1) the People’s United Bank CD be renewed for six months at 1%; (2) the Liberty Bank CD be moved to a money market account currently earning 1% interest; (3) that most of the monies (currently earning .29%) in the Holinko Estates, Wright’s Village and HUD STIFF accounts be moved into the money market accounts currently earning 1% interest; and, (4) that the Section 8 Administrative Reserves account with STIFF be closed and those funds combined with other monies from that fund currently in the money market. Motion passed unanimously.

## **UNFINISHED BUSINESS**

### **ARRA/DECD Weatherization Program**

Ms Fields spoke with Geri Fazzalaro at DECD. The program has been moved to DSS to administer. The project manager at DSS is Erin Clark. Ms Fields emailed her on June 15, 2010 to get an update on the next step required for the project. She replied that official notification from DSS should be received in the next few weeks regarding the next steps.

## **NEW BUSINESS**

### **Section 8 Small Claims**

Ms Fields sent an additional 6 files to Attorney McGrath to prepare for small claims court.

### **Eviction – 4B**

A “Notice to Quit” has been delivered to the tenant at Holinko Estates, Apt. 4B for non payment of rent. In addition, Ms Fields has sent the tenant two letters stating non material violations of the lease due to numerous complaints by other tenants of noise late at night and into the early morning hours and of an unauthorized person living in the unit. Many attempts were made to contact the

tenant; however, the tenant did not return calls or respond to letters. Tenant also made no attempt to contact the office regarding her non payment of rent.

**OTHER BUSINESS**

**Change Board Meeting Dates**

The July Regular Board Meeting has been rescheduled from July 15, 2010 to July 14, 2010. The August Regular Board Meeting has been rescheduled from August 19, 2010 to August 11, 2010.

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 10:00 a.m.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson